



# Permanent Sign Application

**INSPECTIONS**  
200 3<sup>rd</sup> St N  
Fargo, North Dakota 58102  
Phone: 701-241-1561  
FAX: 701-476-6779  
<http://www.cityoffargo.com>

To insure the accurate and efficient processing of this application, and to avoid errors and delays, supply all the relevant information. If you fail to provide completed, sufficient, and correct documentation there may be delays to the approval. Detailed plans, including a site plan to scale or dimensioned, **must** be provided with this application. Please check the attached Sign Application Requirements.

Address of Proposed Sign(s): \_\_\_\_\_

Name of Business to be Advertised: \_\_\_\_\_

Owner/Tenant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone/Fax/E-Mail: \_\_\_\_\_

Licensed Sign Installer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Fax/E-Mail: \_\_\_\_\_

Has the property owner granted written permission to install sign(s)?      Yes      No

Owner/Contact (If Different from Above): \_\_\_\_\_

LDC Zoning District \_\_\_\_\_      Multi-Tenant Property?      Yes      No      # Tenants \_\_\_\_\_

Are there existing signs that will remain on this property?      Yes      No

Total Allowable Signage \_\_\_\_\_ SF      Total Existing Signage (See Back) \_\_\_\_\_ SF

## Proposed Signage

Type of Sign(s):     Pylon/Pole     Monument     Wall     Projecting/Fin     Canopy/Marquee

Number of Sign Faces \_\_\_\_\_      Electrical Contractor \_\_\_\_\_

Total Sign Area Proposed \_\_\_\_\_ SF      Ancillary Off-Premises or Sponsorship Sign \_\_\_\_\_ SF

Adjacent to Interstate      Yes      No      Electronic Message Center      Yes      No

### **Freestanding Sign:**

Overall Height \_\_\_\_\_

Clearance from Grade \_\_\_\_\_

Face Width \_\_\_\_\_

Face Height \_\_\_\_\_

Sign Square Footage \_\_\_\_\_

Material \_\_\_\_\_

Illuminated Sign?      Yes      No

Distances from Property Lines:

N \_\_\_\_\_ E \_\_\_\_\_ S \_\_\_\_\_ W \_\_\_\_\_

### **Wall-Mounted Sign: (for lease spaces, the wall height and width should be that space only)**

Which Wall(s) of the Building \_\_\_\_\_

Wall Height \_\_\_\_\_

Wall Length \_\_\_\_\_

Sign Height \_\_\_\_\_

Sign Length \_\_\_\_\_

Sign Square Footage \_\_\_\_\_

Material \_\_\_\_\_

Projection from wall \_\_\_\_\_

Internally Illuminated Sign?      Yes      No

## Existing Sign Survey

I, \_\_\_\_\_ of \_\_\_\_\_  
 hereby certify that I have conducted a site inspection of the above-listed parcel or development  
 and certify that the following signs exist on the development site as of the date indicated below.  
**A map depicting the area surveyed is attached.** The existing signs are as follows:

Sign Type*	Size (Dimensions)	Illuminated?**	General Location***
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____

\_\_\_\_\_ No Signs Exist on These Premises

\* Sign types generally include projecting/fin, pole, ground, wall, EMC, or a combination thereof.

\*\* If the sign is internally illuminated or an EMC, respond "yes". Otherwise, respond "no".

\*\*\* Please indicate on which wall or which side of the parcel the sign has been installed.

Reviews presuming to give authority to violate or cancel the provisions of the Fargo Sign Code or other ordinances of this jurisdiction shall not be valid. Adherence to provisions contained in any covenants or easements concerning this property are solely and exclusively the responsibility of the property owner.

*I hereby acknowledge that this application is not a Sign Permit nor does it authorize the start of construction and that the plans and specifications for the above-referenced signage is a true representation for this proposed project. I understand that the permit applied for herein may be revoked and the signs erected in conjunction with this permit may be required to be removed in the event the information contained hereon is inaccurate.*

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Received by Date

# Sign Application Requirements

It is the applicant's responsibility to provide the information listed and any other documentation necessary so that the application and plans can be reviewed in a timely manner. If you fail to provide sufficient documentation there may be delays to your project.

## Site Plan Requirements for Free-Standing Signs:

- a) north arrow and scale;
- b) street names;
- c) property lines;
- d) property dimensions;
- e) sight triangles;
- f) existing and proposed buildings and other structures;
- g) parking areas, drives, and curb cuts on the lot;
- h) drive aisles and/or vehicle circulation areas;
- i) location of existing sign(s);
- j) placement of proposed sign(s); and
- k) sign location in relationship to property lines or curbs (dimensions).

## Plan Requirements:

- a) the type of each proposed sign(s);
- b) the area of all existing signs;
- c) the area of proposed sign face(s);
- d) the zoning of the property and the allowable signage for that property or tenant;
- e) sign dimensions, including height, width and depth of supporting structure(s);
- f) sign face design;
- g) an elevation drawing of all proposed signs, to include dimensions and height above street grade for each face;
- h) illumination specifications, if any;
- i) engineered drawing and schedules if required;
- j) a photographic simulation; and
- k) if this is an off-premises sign and located along a state highway, North Dakota State Department of Transportation approval.

## Plans for signs attached to a building must show:

- a) where you plan to have the sign attached to the building;
- b) the dimensions of the front wall of the building or lease space;
- c) the dimensions of the sign(s); and
- d) a completed Existing Sign Survey showing the dimensions of any existing signs on the property or lease space as well as any pylon or other sign that may advertise that lease space.

## Notes

- It is illegal to install a sign without a permit except as allowed under the City of Fargo Sign Code.
- You must also get a wiring certificate via a licensed electrician if your sign will use electricity.
- All illuminated signs must meet the requirements of the City of Fargo Sign Code.